

County Board

Rules of Order and Operational Procedures



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lakecountyil.gov

Table of Contents

Section I: County Board.....	2
Section II: Times of Regular Board Meetings.....	2
Section III: Chair and Vice-Chair.....	2
Section IV: Special Meetings.....	3
Section V: Committee of the Whole.....	3
Section VI: Location of Meeting.....	3
Section VII: Electronic Attendance.....	4
Section VIII: Quorum.....	4
Section IX: Seating.....	4
Section X: Agenda.....	5
Section XI: Ordinances and Resolutions.....	6
Section XII: Right to Address Board.....	7
Section XIII: Roll Call Votes.....	9
Section XIV: Motions to Reconsider.....	10
Section XV: Legal Opinions	10
Section XVI: Ad Hoc and Special Committees.....	10
Section XVII: Standing Committees.....	10
Section XVIII: Appointments of Boards and Commissions.....	17
Section XIX: County Operations.....	17
Section XX: County Budget.....	18
Section XXI: Appointment, Review, and Removal of Department Heads.....	19
Section XXII: County Board Member Expenses and Constituent Services.....	20
Section XXIII: Zoning Resolutions.....	22
Section XXIV: Transfer of Roadways.....	23
Section XXV: Rules of Procedure.....	23
Section XXVI: Code of Ethics.....	24
Appendix A.....	25
Appendix B: Lake County Board Seating Chart.....	27

I. COUNTY BOARD

- A. Lake County shall be governed by the Lake County Board. The number of board members is currently 21, and how they are elected shall be determined by the board in accordance with Illinois law (55 ILCS 5/2-3001 et seq.). The County Board and its committees shall comply with the Illinois Open Meetings Act (5 ILCS 120/1 et. seq.). Salary shall be paid to the County Board members biweekly.

II. TIME OF REGULAR BOARD MEETINGS

- A. All regular meetings of the board shall convene at 9:00 A.M., in the County Board Room of the Lake County Courthouse in Waukegan, Illinois unless otherwise provided (55 ILCS 5/2-1001). Regular meetings of the County Board shall be held on the dates listed below (55 ILCS 5/2-1001).

Regular Board Meetings

Tuesday, January 13, 2015	Tuesday, January 12, 2016
Tuesday, February 10, 2015	Tuesday, February 9, 2016
Tuesday, March 10, 2015	Tuesday, March 8, 2016
Tuesday, April 14, 2015	Tuesday, April 12, 2016
Tuesday, May 12, 2015	Tuesday, May 10, 2016
Tuesday, June 9, 2015	Tuesday, June 14, 2016
Tuesday, July 14, 2015	Tuesday, July 12, 2016
Tuesday, August 11, 2015	Tuesday, August 9, 2016
Tuesday, September 8, 2015	Tuesday, September 13, 2016
Tuesday, October 13, 2015	Tuesday, October 11, 2016
Tuesday, November 10, 2015	Tuesday, November 8, 2016
Tuesday, December 8, 2015	Tuesday, December 13, 2016

- B. A Committee of the Whole meeting to review the County Board agenda for the following meeting and other issues shall be held at 8:30 A.M. on the Friday before the regular board meeting in the conference room at the Central Permit Facility or at the Division of Transportation Building in Libertyville.

Committee of the Whole meetings scheduled in the conference room at the Division of Transportation Building in Libertyville for the following dates due a to election judge training and early voting at the Central Permit Facility: *February 6, 2015, March 4, 2016, and November 4, 2016.*

III. CHAIR AND VICE-CHAIR

- A. The County Board chair and vice-chair shall, at the County Board's first meeting in the month following the month in which the County Board members are elected, be chosen by the members for terms of 2 years each (55 ILCS 5/2-1003). The County Board chair, or if he or she is unavailable, the vice-chair shall be an ex-officio member of all committees, and may participate in the discussion and deliberations of the committees but shall have the right to vote only in the case of a tie or to constitute a quorum.

- B. The board chair shall preside at all meetings of the board. In case of the absence of the board chair, the board vice-chair shall preside at meetings of the board. In case of the absence of the board chair and board vice-chair, the board shall elect a temporary chair from their numbers by a majority vote of the members present. (55 ILCS 5/2-1003).
- C. If a vacancy occurs, as defined in 10 ILCS 5/25-2, in the office of the County Board chair or vice-chair, the remaining members of the board shall elect one of the members of the board to serve for the balance of the unexpired term.
- D. The County Board chair shall serve as the Liquor Control Commissioner of the unincorporated areas and may appoint a Liquor Commission, pursuant to Article II, Sections 1 and 2 of the Lake County Liquor Control Ordinance.

IV. SPECIAL MEETINGS

- A. Special meetings of the board shall be held only when requested by at least one-third (7) of the board members, which request shall be in writing, addressed to the clerk of the board, and shall specify the time, place, and reason of such meeting. Upon receipt of which, the clerk shall immediately, but no later than 48 hours prior to the meeting, transmit notice, in writing, of such meeting, to each of the board members. The clerk shall also cause notice of such meetings to be published in some newspaper printed in the County (55 ILCS 5/2-1002). If applicable, resolutions and/or ordinances to be dealt with at a special meeting shall be signed by those members having requested said meeting.

V. COMMITTEE OF THE WHOLE

- A. No official action may be taken at Committee of the Whole meetings, except approval of minutes.
- B. After the newly elected board is seated in December, a Committee of the Whole meeting will be held within 120 days to consider the Board's Strategic Plan, goals, and objectives. Once adopted by the County Board, these goals shall then be passed to the standing committees.

VI. LOCATION OF MEETINGS

- A. Regular and special meetings of the board may be held in any public building located within Lake County. If the building is other than cited in section II.A above, notice of the building selected for the meeting shall be provided in writing by the County Board chair to each board member at least five days prior to said meeting. (55 ILCS 5/2-1001).

VII. ELECTRONIC ATTENDANCE

- A. In accordance with the Illinois Open Meetings Act (5ILCS120/7 et. seq.), Board members may attend public meetings of the County Board, excluding executive session, by video, if available, or audio conference if the member is prevented from physically attending because of (a) personal illness or disability, (b) business of the County Board or Forest Preserve, (c) a family or other emergency, or (d) active military service. A quorum must be physically present in order for a board member to participate electronically. A member attending electronically shall be considered electronically present at the meeting and entitled to vote on any matter before the public body, as if the member were physically present at the meeting.

The member shall notify the County Board Office in writing or via email of his/her request to attend electronically no less than 24 hours in advance of the meeting (unless advance notice is impractical). Staff will notify the chairman of the public body and after establishing that a quorum is physically present at the meeting, the chairman (or presiding officer) shall state that a member requested to participate in the meeting electronically. The member will be authorized to attend electronically unless the public body determines by motion that the notice does not comply with the requirements outlined herein. If no such motion is adopted, the presiding officer shall declare the requesting member present.

VIII. QUORUM

- A. A quorum shall be necessary for the transaction of business. A majority of the board members (11) shall constitute a quorum for the transaction of business; and all questions which arise at the meetings shall be determined by the votes of the majority of the members present, except in such cases as otherwise provided (55 ILCS 5/2-1005).
- B. A quorum need not be present to convene the Committee of the Whole agenda review meeting.

IX. SEATING

- A. County Board members shall be seated in the designated area for members along with the County Clerk's Office, County officials, a representative of the County Administrator's Office, and a representative of the State's Attorney's Office.
- B. County Board members shall be seated in order of seniority, which is determined based on number of years of continuous service on the County Board. Members requiring special accommodation will be seated in an area most accessible. In the event two or more members are elected to the County Board in the same year, the member receiving the highest number of votes shall be the more senior member, followed by the member receiving the next highest number of votes and so on. Seating based on seniority shall be arranged as depicted in Appendix B.

- C. All persons not members of the board or County officials shall be seated in the section reserved for visitors. The anteroom shall be reserved on County Board meeting days for County Board members, their guests, staff, elected officials and members of the press.
- D. The public may record the proceedings only from the gallery in the public area or in areas designated by the chair.
- E. Audible signals from electronic devices shall be disabled during County Board meetings. All those in attendance shall exit the room before answering phone calls.

X. AGENDA

- A. All regular County Board agenda which deal with the order of business shall provide for:
 - a. Call to Order
 - b. Invocation and/or Moment of Silence
 - c. Pledge of Allegiance
 - d. Roll Call of Members
 - e. Additions to the Agenda (for discussion only)
 - f. Special Recognition/Presentations
 - g. Public Comment (items not on the agenda)
 - h. Chair's Remarks (chair's remarks only)
 - i. Old Business
 - j. New Business
 - (1) Consent Agenda (Minutes of Previous Meeting, Corrections & Reading and Disposition of Bills)
 - (2) Regular Agenda
 - k. Appointments
 - l. Petitions, Correspondence and Miscellaneous Business
 - m. Adjournment

During Special Recognition, comments from board members are not appropriate except for board members from the affected district.

- B. The County administrator, or his or her designee, shall be responsible for reviewing the County Board agenda prior to posting. A Consent Agenda will be used to expedite the handling of ministerial, routine, or non-controversial items. The County administrator will be responsible for placing items on the Consent Agenda. The Consent Agenda may include, but is not limited to, the following items: approval of minutes, approval of bills, approval of reports, and approval of contracts. Items requiring a super-majority vote may not be placed on the Consent Agenda. Any board member may request that an item be removed from the Consent Agenda for discussion. The request to remove an item does not require a second or a vote of the County Board. An item removed from the Consent Agenda will be considered as the first item of business for the relevant standing committee. Approval of the Consent Agenda will be by a simple majority voice vote of the County Board.

- C. The County Board chair may add committee items deemed time sensitive to the regular meeting agenda with the concurrence of the chair of the appropriate standing committee(s) up to the agenda cut-off day, which will be five days prior to the meeting for which it is intended. Staff shall provide notification to the appropriate standing committee(s) of the added items and the need for the addition.
- D. County Board members may request special recognition of an event or item of extraordinary significance be placed on the County Board agenda. The request will be considered by the County Board chair who may, at his/her discretion, authorize such addition.
- E. The agenda for regular, special, and Committee of the Whole board meetings shall be posted in the County Board Office, County Clerk's Office, and on the County Board web page (www.lakecountyil.gov) at least 48 hours in advance of the meeting (5 ILCS 120/2.02). The agenda for regular and Committee of the Whole meetings and pertinent information will be distributed to the board members at the Committee of the Whole agenda review meeting, or distributed to those board members not in attendance.

XI. ORDINANCES AND RESOLUTIONS

- A. Any ordinance or resolution to be placed on the agenda shall be approved by the committee in charge of the subject matter and by the Financial and Administrative Committee, where County funds are involved, and shall then be placed on the agenda by the secretary in charge of preparing the agenda prior to its being distributed. Refer to Section XXIII, Zoning Resolutions, for procedures relating to resolutions for rezoning matters.
- B. All resolutions involving County funds shall be presented jointly to the County Board by the appropriate standing committee and the Financial and Administrative Committee in accordance with the annual Budget Policies Resolution and current procedural guidelines. Applications for federal and/or state grants shall be made in accordance with the annual Budget Policies Resolution and current procedural guidelines.
- C. If the Financial and Administrative Committee does not approve an ordinance or resolution where County funds are involved, the ordinance or resolution shall be returned to the originating standing committee with the reason stated.
- D. In order to avoid disruptions of services, resolutions involving financial matters that are time sensitive that do not have the opportunity to be heard by the appropriate standing committee, may be considered by the Financial and Administrative Committee with the consent of the chairman of the appropriate standing committee.
- E. All ordinances shall be reviewed by the state's attorney prior to action by the County Board.
- F. In the event that the board or a standing committee, by resolution or ordinance, directs or

authorizes the County Board chair to execute any contract or other document, the County Board chair, unless otherwise directed by said resolution or ordinance, shall execute said contract or document within 30 days. In the event that said contract or document is not executed by the County Board chair, the County administrator shall place such item on the agenda for the next regular board meeting and no committee action shall be necessary.

XII. RIGHT TO ADDRESS BOARD

BOARD MEMBER COMMENT

- A. Any Member of the Board shall have the right to address the Board at any regular Board meeting on any matter relating to County business under Section X.A Agenda Item (k) (Petitions, Correspondence and Miscellaneous Business) for a maximum of five (5) minutes, unless a time extension is granted by the Chair of the Board. A member may present any matter related to County Board business, and with the majority vote of the Lake County Board, the matter shall be placed on the next agenda of the appropriate standing committee.
- B. No motion shall be debated unless first seconded. When a motion is seconded, it shall be so stated by the Chair of the Board, and the Board shall then proceed to act thereon.
- C. No Member shall speak longer than five (5) minutes at one time, except by the consent of the Chair of the Board.
- D. Any Member proposing an amendment shall have the right to open debate.

ELECTED/APPOINTED OFFICIALS AND STAFF COMMENT

- E. County appointed officials, elected officials or staff may address the Board upon the request of any Board Member or recognition of the Chair of the Board.

STATE AND FEDERAL REPRESENTATIVES' COMMENT

- F. An opportunity to address the Board will be provided to representatives of state and federal government subject to the following constraints:
 - a. Comments must be of an informative, not political nature.
 - b. The request to speak must specify the topic(s) to be addressed.
 - c. Scheduling of speakers is at the discretion of the Board Chair who will consider flow of business in determining whether to grant a particular speaking request.
 - d. Comments by state and federal elected representatives are subject to a 15 minute time limitations (excluding questions and answers).
 - e. Government representatives may request to address the Board only once within a 12-month time period.

- f. Elected state and federal representatives will not be scheduled as speakers during the three (3) months preceding a primary or general election, for which he/she is on the ballot.
- g. These guidelines only apply to scheduled appearances. Government representatives, like all citizens, are welcome to address the Board during the “Public Comment” portion of the agenda. When speaking in this context, government representatives are subject to the same speaking guidelines imposed upon the general public.

PUBLIC COMMENT

- G. The parliamentarian shall manage the public comment section of the agenda and review speaker requests; call upon speakers at the appropriate time, and enforce the rules governing public comment.
- H. Any individual or any spokespersons for a group shall be permitted time to address the Board on matters before them at any given meeting. Such matters are those that appear on the agenda of a regularly scheduled meeting, matters added to the agenda of a regularly scheduled meeting, or the subject of a Special Call Meeting.
- I. Public comment, as addressed in Item H above, shall be limited to three (3) minutes per individual, or spokesperson. For items on the agenda, comments may be made at the time the item is on the floor for consideration or at the discretion of the Chair. For items not on the agenda, recognition of individuals shall be made by the parliamentarian. The parliamentarian shall impose a reasonable total time limit on public comment on any single issue. The parliamentarian may limit or preclude comment which is repetitive, redundant, cumulative, irrelevant to the business of the Board, or promoting or supporting a candidate for public office or political in nature.
- J. Members of the public shall be afforded time to comment on matters germane to the business of the County Board, but not on the agenda of the meeting subject to the following constraints.
 - a. Such public comment shall be limited to 30 minutes total under Section X.A Agenda Item (h) Public Comment.
 - b. Individual comments shall be limited to three (3) minutes which shall be controlled by a timing device. A speaker shall be notified when two (2) minutes have elapsed. The time limit shall be controlled by the Parliamentarian.
 - c. Individuals wanting to speak must complete a public comment card indicating the topic on which they wish to comment.
 - d. Time for such comments shall be assigned on a first-come, first-serve basis as determined by the parliamentarian.

- e. When appropriate, matters raised by public comment shall be referred to the appropriate Standing Committee.
- f. Persons addressing the Board shall not be permitted to make statements or remarks that concern only the private activities, lifestyles, or beliefs of others, including individual employees of the County or its elected officials, unrelated to the business of the County Board or the professional duties and performance of its employees or the employees of its elected officials. Persons addressing the Board shall refrain from statements, remarks, or conduct that is uncivil, rude, vulgar, profane or otherwise disruptive to the conducting of the Board's business. Any person making such prohibited statements or remarks or engaging in such conduct shall be requested to leave the meeting and may be barred by the parliamentarian from further audience before the Board.

K. Parliamentary courtesy shall be maintained at all times.

XIII. ROLL CALL VOTES

- A. Any member may ask for a roll call vote on any agenda item before the board.
- B. The board may, by unanimous consent, group together two or more ordinances and resolutions for the purpose of taking a single vote. During the vote, a board member may vote yea, nay, or otherwise on one or more ordinances and resolutions so grouped and vote differently on other ordinances or resolutions so grouped.
- C. The board may, by unanimous consent, authorize the County clerk to record any roll call vote taken on any other question at the same meeting. In such event, the County clerk shall record the yeas and nays from the previous roll call as the vote on such pending question with like effect as if such roll call had been taken on such pending question. A board member who was absent when the previous roll call vote was taken may vote on the pending question without requiring a new roll call vote.
- D. In the event a member believes that he or she has a conflict of interest on any matter before the board requiring a vote, the member shall prior to any discussion of the issue indicate to the board that a conflict exists, state the reason for the conflict and inform the board that he or she will be abstaining from any discussion and vote on the matter. In matters not involving a conflict of interest, he or she may abstain without stating the reason.

ROLL CALL OR SPECIAL VOTES

- a. All applications for emergency appropriations shall be referred to the appropriate standing committee and to the Financial and Administrative Committee by the County administrator, which committees jointly shall make a report on the same. Emergency appropriations shall require a roll call vote of two-thirds (14) of the members of the County Board. (55 ILCS 5/6-1003).

- b. All resolutions requesting approval for street vacations shall require a roll call vote of two-thirds (14) of the County Board (55 ILCS 5/5-1036).
- c. The vote on all propositions to appropriate money from the County Treasury shall be taken by “ayes,” “nays” and “present” and entered on the record of the meeting (55 ILCS 5/2-1006).
- d. The rules of the County Board may be suspended by motion for a particular purpose by a roll call vote of two-thirds of the board members present.
- e. A rezoning shall not be granted except by the aye vote of 3/4 (16) of all County Board members in the event of a legal objection (as determined by the state’s attorney) to the proposed rezoning. Any vote other than the majority or 3/4 (16) aye vote specified above shall operate as County Board denial of the proposed rezoning. (55 ILCS 5/5-12014).

XIV. MOTIONS TO RECONSIDER

- A. If a motion to reconsider is made, it must be made at the same meeting as the original vote. A motion to reconsider must be made by a member who voted on the prevailing side. A motion to reconsider must be seconded and approved by a majority of the members present. The vote on the matter to be reconsidered shall be taken only at the next regular succeeding meeting. No motion may be twice reconsidered.

XV. LEGAL OPINIONS

- A. Requests for formal legal opinions from the state’s attorney relating to the County Board shall be presented in writing and approved by the County administrator, County Board chair, or a majority of the County Board.

XVI. AD HOC AND SPECIAL COMMITTEES

- A. Ad hoc and special committees shall be established as determined and recommended only by the County Board chair with the majority approval of the board members present, and they will cease to function when they have completed their duties and have made their final reports. In the event a special committee’s activities extend into the next County Board session, the special committee will need to be reauthorized at the first regular business meeting of the new County Board session. Appointments to ad hoc and special committees shall be in accordance with section XVII.A.

XVII. STANDING COMMITTEES

- A. The County Board chair shall establish the standing committees and appoint the chair, vice-chair and members of all standing committees subject to majority approval of the County Board members present.

- B. Standing committees shall schedule regular meetings during the two weeks prior to the County Board meeting. Additional meetings shall be held as necessary pursuant to provisions F and N of this section, as well as complying with the Illinois Open Meetings Act. The County administrator, with the consent of the County Board chair and the committee chair, may cancel a regularly scheduled committee meeting due to a lack of a quorum or an insufficient number of agenda items.
- C. Committees shall include at least one member of the minority political party(ies) as represented on the County Board, unless it is deemed impractical by the chair of the board, or the members of the minority political party(ies) decline the appointment.
- D. Standing committee members may make a request to the board chair, at any time, to change committee assignments due to a change in circumstances.
- E. In any situation wherein the chair of the board deems it advisable to appoint an additional member to any standing committee, he or she may do so, subject to the approval of a majority of County Board members present.
- F. The County administrator, working with the County Board chair, shall direct items to the appropriate standing committee and shall develop and approve all agendas prior to posting. All agenda items for committee action must be filed with the County Administrator's Office in accordance with the cut-off date for agenda development.
- G. Any committee member may, upon the approval of the committee, request that an agenda item be added to or removed from the agenda. No final action may be taken on items added to a committee agenda unless proper notice is provided and complies with the Illinois Open Meetings Act.
- H. Members of the standing committee shall be seated in the designated area for members along with the County secretary, County officials, and a representative of the County Administrator's Office.
- I. Any board member shall have the right, and be provided the opportunity, to address the committee during the public comment section of the committee agenda, or at the time the item is on the floor for consideration. Such comment shall be limited to five minutes.
- J. Any individual or any spokesperson for a group, shall be permitted time to address the committee on matters before them at any given meeting. Such matters are those that appear on the agenda of a committee meeting, or matters added to the agenda of a committee meeting.
- K. At the discretion of the chair, public comment as stated in section J above, up to five minutes per individual or spokesperson, may be made at the time the item is on the floor for consideration. Recognition of individuals shall be made by the chair. The chair shall have the right to impose a reasonable total time limit on public comment on any single issue.

- L. Where required by County Board resolution or ordinance, action of the standing committee shall mean a majority of the standing committee members present.
- M. All reports from standing committees to the County Board shall be in writing. Votes taken in committee shall be electronically recorded during the meeting.
- N. All board members shall receive the committee's agenda and the minutes to be approved, at least 48 hours prior to said meeting. At the discretion of the committee chair and the County administrator, agenda item materials will be available for all standing committee members no later than said meeting.
- O. The County Board secretaries will take the attendance at each committee meeting. The committee chair shall certify the attendance and a record of the attendance shall be forwarded monthly to the County Board Office for payment of mileage reimbursement.
- P. If a committee member arrives late or leaves early it shall so be noted in the minutes along with the time. Any member wishing to be excused from the remainder of a meeting while in session shall so inform the committee chair.
- Q. A member of a standing committee shall inform the County Board Office and have the committee chair notified of a planned absence prior to a committee meeting. The minutes shall reflect whether a member is present, absent, or attending to other County business as determined by the committee chair.
- R. If a committee member is consistently absent from committee meetings, any board member may file a written request with the County Board chair that the absentee committee member be replaced on the committee in accordance with rule XVII-A.
- S. Audible signals from electronic devices shall be disabled during committee meetings. All those in attendance shall exit the room before answering phone calls.
- T. A quorum shall consist of a majority of the members appointed to the committee.
- U. All matters discussed in closed session of the board or any of its committees shall be kept confidential by all members. Any violations of confidentiality are a serious matter. All closed session printed materials must be surrendered at the end of the meeting. Electronic recording of closed sessions shall be conducted only by the County secretary. Cell phones shall be turned off during Executive Session meetings.
- V. There shall be the following standing committees of the County Board with specific agency jurisdiction and responsibilities as listed:

FINANCIAL AND ADMINISTRATIVE COMMITTEE

Responsible for matters pertaining to:

- Budget and Appropriations;
- Final action on all Personnel Action Forms requiring committee approval (excluding department head performance appraisals);
- Wages and Job Classifications;
- Federal Insurance Contributions Act (FICA) and Illinois Municipal Retirement Fund (IMRF);
- Health/Life/Dental Insurance;
- Collective Bargaining;
- Employee Relations;
- Tort Levy;
- Risk Care Management;
- General Operating Expense;
- County Property (and relations with the Public Building Commission);
- Public Audit;
- Capital Improvements;
- Tourism activities; and
- Economic Development.

Agencies of:

- County Board (elected);
- County Administrator;
- Finance & Administrative Services;
- Department of Human Resources;
- Information and Technology;
- Local Chambers of Commerce;
- Lake County Convention and Visitors Bureau; and
- Lake County Partners.

PUBLIC WORKS AND TRANSPORTATION COMMITTEE

Responsible for matters pertaining to:

- Central Lake County Water District;
- Regional Transportation Authority (RTA);
- Metra;
- Pace;
- Central Lake County Joint Action Water Agency (JAWA);
- North Shore Sanitary District (NSSD); and
- Solid Waste Agency of Lake County (SWALCO).

Agencies of:

Public Works; and
Division of Transportation (including Matching Tax Fund, Motor Fuel Tax Fund,
RTA Sales Tax, and Bridge Fund).

PLANNING, BUILDING AND ZONING COMMITTEE

Responsible for matters pertaining to:

Land use planning;
Comprehensive planning; and
Building and Zoning issues.

Agencies of:

Stormwater Management Commission (SMC)
Planning, Building and Development;
Regional Planning Commissions; and
Zoning Board of Appeals.

HEALTH AND COMMUNITY SERVICES COMMITTEE

Responsible for matters pertaining to:

Community development activities;
Housing activities;
Budget and ordinance review for the Lake County Health Department and
Tuberculosis Clinic; and
all health-related issues.

Agencies of:

Health Department
Tuberculosis Clinic
Regional Superintendent of Schools (elected);
Veteran's Assistance Commission;
Winchester House;
Workforce Development Board;
Housing and Community Development Commission; and
Affordable Housing Commission.

LAW AND JUDICIAL COMMITTEE

Responsible for matters pertaining to:

Budgetary matters of Probation Services Fee;

Court Automation Fee;
Court Document Storage Fee; and
Oversight of the Emergency Telephone System Board (9-1-1).

Agencies of:

Circuit Court Clerk (elected);
Coroner (elected);
Sheriff (elected), (including the jail);
State's Attorney (elected);
Merit Commission;
19th Judicial Circuit Agencies, (including Circuit Courts, Court Administrator, Jury Commission and Probation, Hulse Detention Center, and Law Library); and
Public Defender.

REVENUE, RECORDS AND LEGISLATION COMMITTEE

Responsible for matters pertaining to:

Elections;
Tax Increment Financing Districts;
Recorder automation;
Tax Sale automation;
Vital Records automation;
State and National legislation, including Illinois Association of Counties; Metro Counties of Illinois; and National Association of Counties;
Drafting and recommending legislative positions to be taken by the County Board;

Responsible for matters pertaining to the intergovernmental affairs of Lake County not under the jurisdiction of another committee; and
Relations with the Lake County Municipal League.

Agencies of:

County Clerk (elected);
Board of Review;
Recorder of Deeds (elected);
Treasurer (elected); and
Chief County Assessment Officer.

RULES COMMITTEE

Responsible for matters pertaining to:

Review of the "Rules of Order and Operational Procedures" and recommendations for changes as needed.

ETHICS COMMITTEE

Responsible for matters pertaining to:

Reviewing and revising the County's Ethics Ordinance.

Assisting in the enforcement of the Lake County Standards of Conduct Ordinance authorized by Public Act 98-0779.

STANDING COMMITTEE RESPONSIBILITIES

All committees shall have the following responsibilities as to the various departments, offices, institutions, and activities which are in their respective jurisdictions:

- Consultation with officials, County administrator, and department heads on matters of policy.
- Approval of County Board member requests for staff assistance requiring more than two hours to complete. Committee-directed initiatives resulting in a significant impact on staff workload, changes to the business plan of the department, the strategic plan of the County, or an unplanned budgetary impact shall be approved by resolution of the County Board.
- Consultation with and recommendations to the Revenue, Records and Legislation Committee on matters of legislation.
- Preparation of reports, resolutions and ordinances in connection with any matter which may be referred to the committee.
- Review of annual and other regular reports as appropriate.
- Joint review of departmental appropriations and budgets with the Finance and Administrative Committee.
- Recommendations to the Financial and Administrative Committee as to any additions over budgeted positions which require additions to 5000 series accounts (personnel services).
- Recommendations to the Financial and Administrative Committee as to fees to be charged in various offices not otherwise set by state statute.
- Examination of monthly reports of fees earned by offices of elected officials, which reports shall be transmitted to the County Board.
- Approval of all committee meeting minutes. The minutes, including votes, shall be certified in writing by the standing committee. A copy of such minutes shall be available

- to the County Board chair and to all County Board members.
- Review, not less than semi-annually, the minutes of all closed sessions of the committee not yet made available to the public for the purpose of determining whether the minutes (or portions thereof) shall remain confidential or no longer require confidential treatment. (5 ILCS 120/2.06).
- Departmental presentations on the status of projects and other on-going activities shall be presented to the relevant standing committees within the first six months of every year.

XVIII. APPOINTMENTS OF BOARDS AND COMMISSIONS

- A. Appointments to all other boards, commissions, districts and all other authorities subject to appointment or approval, by statute or ordinance, by the County Board, will be presented to the County Board by the chair. Recommendations to the chair may be made by the board members and/ or its committees. The appointments shall be approved by the majority of the board members present.
- B. The County Board chair shall notify board members of vacancies on other boards and commissions and seek their input in advance of the appointment.
- C. Any recommendation for an appointment or reappointment must be made with written resume of the appointee's qualifications, which will be included with the agenda for the board meeting.

XIX. COUNTY OPERATIONS

- A. Opening and closing hours of the County Building (except those offices where the opening and closing hours are otherwise fixed by law) shall be from 8:30 a.m. to 5:00 p.m., Monday through Friday, and extra hours for selected departments as determined by the County Board chair. The sheriff's security shall permit only authorized personnel (including County employees) to remain in the County Building during other than normal working hours. Public meetings or hearings to be held in the County Building at other than regular hours require advance notice to the facilities manager by the County official sanctioning the meeting. Use of County facilities by non-county agencies is governed by the Lake County Rules and Regulations Governing Public Building Grounds.
- B. The policies and rules relating to the purchase of goods and services for the County shall be in accordance with Illinois statutes and the Lake County Purchasing Ordinance.
- C. There shall be an annual independent audit of all funds and accounts of the County accomplished by certified accountants authorized to practice public accounting in the state of Illinois in compliance with the County Auditing Law.
- D. Pertinent policies and procedures relating to salaries; employee benefits; general, sick and various other types of leave; holidays; hours of work; physical examinations;

retirement; and all such matters of personnel and employee relations are cited in the Lake County Employee Policies and Procedures Ordinance. All reference pertaining to such matters should be made thereto.

XX. COUNTY BUDGET

- A. The Financial and Administrative Committee shall present an Annual Budget Policies Resolution to the board. Such resolution shall be presented to the board and considered no later than the June meeting each year. As passed by the board, such resolution shall outline policy guidelines for the setting of the County's annual budget for the succeeding fiscal year.
- B. Said resolution shall be in compliance with the County Budget Law as set forth in the Illinois compiled statutes. In passing the resolution, the County Board shall take into consideration goals as set forth in the County's Strategic Plan and all potential and known legal and/or economic constraints at the time of consideration by the County Board.
- C. The Financial and Administrative Committee shall recommend the annual budget, Levy Ordinance and Appropriation Ordinance for approval by the County Board.
- D. The Financial and Administrative Committee shall have the authority to approve intra-fund line item transfers in excess of \$50,000 across account class (i.e., personal services, commodities, contractals, capital outlay, debt service). Intra-fund transfers across account class of \$50,000 and below may be approved by the County administrator, the director of Finance and Administrative Services or their designees. Effective each October 1st and thereafter, the County administrator, the director of Finance and Administrative Services or their designees shall be authorized to make intra-fund line item transfers across account class deemed necessary for the timely and orderly close-out of the fiscal year. All year-end transfers authorized by this provision shall be reported to the Financial and Administrative Committee. All other transfers shall be in accordance with XX(D).
- E. All applications for emergency appropriations for funds not previously authorized shall be referred to the appropriate standing committee and to the Financial and Administrative Committee by the County administrator, which committees jointly shall make a report on same. Carry-overs of appropriations previously authorized shall be referred to the Finance and Administrative Committee. All emergency appropriations shall require a roll call vote of two-thirds (14) of the County Board members. (55 ILCS 5/6-1003).
- F. Quarterly reports from the County administrator and the director of Finance and Administrative Services detailing a year-to-date expenditure and revenue analysis shall be presented to the Financial and Administrative Committee.

XXI. APPOINTMENT, REVIEW AND REMOVAL OF DEPARTMENT HEADS

- A. Appointment of all County department heads shall be presented to the County Board from a recommendation made by the County administrator with the advice of the County Board chair, and shall be approved by a majority of the County Board members present. The County Board chair shall appoint no fewer than one County Board member(s), including an invitation to the chair of the standing committee, to advise in the review of the final applicants.
- B. The County administrator shall report to the appropriate standing committees regarding performance of County department heads. Performance reviews will be conducted by the County administrator with input from the appropriate standing committee.
- C. The County administrator shall supervise and may remove an appointed department head under the jurisdiction of the County Board subject to Section 11.5 of the Personnel Policies and Procedures dated April 8, 2008, except persons appointed by the County Board required by the laws of the state. The County administrator shall notify the board of such removals. The removal of a department head appointed by the County Board per state statute (i.e. the County engineer and the chief County assessment officer) may be accomplished by a County administrator recommendation to the County Board for said action.
- D. When a department head position subject to County Board appointment is vacant, the County administrator, or his or her designee, shall be authorized to perform those duties and execute those documents for that department or function which are not otherwise provided by law.
- E. In accordance with County Board policy, all appointed department heads shall report to the County administrator.
- F. The County administrator, with the approval of the County Board chair, may designate a person to fulfill his or her duties during an absence.
- G. When the County administrator position is vacant, the County Board chair shall appoint an interim County administrator subject to ratification by the County Board at its next board meeting.
- H. The County Board Chairman shall coordinate the evaluation process for the County Administrator annually at the same time as other employee evaluations. The Chairman, at his discretion may employ a facilitator to assist him in this process. The evaluation will focus on areas of good performance, identify areas for improvement, establish future goals and objectives, and also be the basis for compensation.

The County Administrator shall be evaluated by the County Board on an annual basis in the following manner:

The evaluation process shall, at a minimum, shall include the opportunity for the County Administrator to prepare a written summary of accomplishments, an evaluation process by the County Board, an opportunity to meet and discuss the final evaluation in closed session between the Board and Administrator, and a written summary of the evaluation with goals, objectives and compensation for the subsequent year.

Procedure:

1. The County Administrator will compile and provide the County Board materials describing progress toward or accomplishment of established goals and objectives as well as goals for the coming evaluation period.
2. The Board Chairman and County Board will individually evaluate the County Administrator's performance.
3. The Chairman and Board will meet in a closed meeting without the County Administrator to review and discuss the Administrator's performance. Individual evaluations and Board input will be discussed. Consensus will be reached on a single evaluation to reflect the sum of all participating Members input.
4. The Administrator will be invited to join the Board in the closed session to review and discuss the cumulative evaluation. The final written evaluation should be completed and delivered to the Administrator within 30 days of the evaluation meeting.

XXII. COUNTY BOARD MEMBER EXPENSES AND CONSTITUENT SERVICES

- A. Contingent upon the annual approval of the County Board budget, each elected County Board member will be budgeted an amount not to exceed \$7,000 to be used exclusively for costs related to carrying out the duties of a County Board member. Examples of items included within the \$7,000 include travel, office supplies, and mailing expenses. All member expenses are included in this amount excluding the following: (1) mileage reimbursement; (2) monthly fees associated with the use of a County authorized bulk email application; (3) office fax line and internet charges; and (4) a County supplied cellular device (smart phone or cell phone) with the County's current contract service plan or equivalent County offering.

In lieu of using a County device, a board member may be reimbursed for use of their personal electronic device up to the equivalent cost of the County's current contract service plan amount; unlimited phone minutes for \$75.00, data for \$41.00, or both unlimited phone and data for \$83.00. Board members may opt for an upgraded electronic device and pay for the difference through the use of their \$7,000 expense allocation. Board members may also be reimbursed \$37.99 for business use of their personal iPad data plan if used in lieu of a county issued computer. It is the responsibility of each board member to submit their expenses identifying County business and constituent services only.

- B. Contingent upon the annual approval of the County Board budget, the County Board chair will be budgeted an amount not to exceed \$3,000 to be used exclusively for costs related to carrying out the duties of a County Board chair. Funds budgeted shall not be used for County Board chair's activities when representing his/her respective district.

The County Board chair shall be reimbursed for mileage beyond 25 miles excluding travel to and from the City of Chicago and travel around Lake County.

- C. To facilitate this reimbursement, each board member will be issued a County credit card (P-card) with a total annual credit limit not to exceed \$7,000. This card may be used for all purchases associated with carrying out the duties of an elected County Board member.
- D. All County Board members shall be provided a county laptop computer or a tablet that includes a data plan paid for by the County, printer and or fax machine (or equivalent) while on the County Board for County business purposes only. This equipment and any other equipment (electronics, accessories for electronics, or other tangible items used for county business) purchased with County funds are County property. All equipment must remain in the sole possession and use of the County Board member and must be returned by the last day of the County Board member's active term. Any items that are lost or stolen must be reported to the County Board office immediately. Lost, damaged or stolen items will be replaced at no charge for the first occurrence. Replacements after the first occurrence shall be considered by the Financial and Administrative Committee.
- E. All statements for P-cards will be directed to the County Board Office for payment by the board secretary. In accordance with the County's P-card policy, County travel policy and IRS regulations, each member shall be responsible for providing timely receipts for all transactions for monthly reconciliation.
- F. In limited circumstances where the use of a P-card is not feasible, Board members may continue to submit reimbursement requests to the board secretary. In the event of reimbursement outside the P-card, the P-card credit limit will be reduced by a like amount.
- G. Board members will be responsible for reimbursing the County for any expenditure exceeding the \$7,000.
- H. Any exceptions or disputes regarding use of these funds will be referred to the Financial and Administrative Committee.
- I. Mileage reimbursement reports will be filed no later than December 31 of the preceding fiscal year.
- J. County Board members may request a "Board Member Proclamation" to recognize an individual, a business, school, or a civic organization to be presented by an individual board member at a community or civic event. "Board Member Proclamations" may be used for commendable community or public service contributions, outstanding achievements as it relates to academics, athletics, or community service, and acts of leadership, valor, or heroism. Board Member Proclamations should not be used to promote or endorse political candidates, political causes, religion or religious institutions. Requests should be submitted to Board Office staff at least one week in advance, with supporting material/details. "Board Member Proclamations" will be signed

by the board member(s) making the request. Board staff will draft the document and send to Communications staff for review.

- K. As elected County leaders, Board members are occasionally approached to support or oppose various causes. It is the policy of the County Board to not take positions on matters not germane to the direct impact the core functions of Lake County Government. Board members may advocate positions as an individual Board member(s).
- L. Board members will have the choice to send out an electronic newsletter and mailed communication to residents in their district. The content of this material is the responsibility of Board members and will include factual information about County government, ongoing or contemplated County projects/expenditures/initiatives/resources, government-sponsored community events and contact information. Material will not contain political information advocacy for a candidate, or use any campaign motifs or slogans. Material will not promote a private business or a church or church-sponsored event. Questions about content will be sent through the State's Attorney and Communications.

XXIII. ZONING RESOLUTIONS

- A. The Zoning Board of Appeals, after holding a public hearing pursuant to the state of Illinois statutes and the Lake County Unified Development Ordinance, shall make a report to the County Board, through the Planning, Building and Zoning Committee, recommending approval or denial of the appeal and reasons for its recommendation.
- B. All zoning resolutions shall be worded to grant the prayer of the petitioner.
- C. In the absence of a legal objection to the proposed resolution, the resolution shall be granted upon a majority of aye votes. A resolution shall not be granted except by the aye vote of 3/4 (16) of all County Board members in the event of a legal objection (as determined by the state's attorney) to the resolution. Any vote other than the majority or 3/4 (16) aye vote specified above shall operate as County denial of the resolution. (55 ILCS 5/5-12014).
- D. Accompanying every zoning resolution from the Planning, Building and Zoning Committee shall be a report to the County Board which includes: findings of fact as recommended by the Planning, Building and Zoning Committee, a Natural Resource Information Summary Report from the Lake County Soil and Water Conservation District (if available and applicable) and the recommendations of the Regional Planning Commission (if available and applicable); the Planning, Building and Development Department and the Zoning Board of Appeals. The Planning, Building and Zoning Committee shall forward all zoning resolutions to the County Board within 90 days from receipt unless a greater time is requested by the petitioner.

XXIV. TRANSFERS OF ROADWAYS

- A. All requests to transfer the jurisdiction of any roadway in the County to the Lake County Division of Transportation shall be approved by the majority of the County Board.

XXV. RULES OF PROCEDURE

- A. These County Board rules and procedures are subject to requirements of state statute. In the event of any inconsistency between these rules and the requirement of any state statute, the state statute shall govern.
- B. All business of the County Board, its standing and special committees, and its members shall be in conformity with these rules. In the absence of special rules covering the needs of the board, or if an existing rule does not adequately cover the needs of the board, “Roberts Rules of Order” (latest issue) if not inconsistent with these rules, shall govern.
- C. The County Board attorney shall serve as parliamentarian of the County Board.
- D. The rules of the County Board may be suspended by motion for a particular purpose by a roll call vote of two-thirds of the members of the board present.
- E. Amendments to these rules may be initiated by the Rules Committee. In addition, any board member may, upon motion duly made and seconded, propose an amendment to these rules, whereupon such proposed amendment shall be referred to the Rules Committee for its recommendation to the board at the next regular meeting of the board occurring at least 15 days after the date of such referral. Any proposed amendment to these rules shall be distributed to each board member at least five days before the meeting at which it is to be presented. This five day requirement does not apply to the reorganization meeting of the County Board. All rules shall remain in effect until the board’s reorganization meeting. Amendments of these rules may be adopted only by a two-thirds vote of the Board members present by roll call vote.
- F. In the interest of uniform standards and practices in the various departments of the County, any rules, resolutions and ordinances previously adopted that are inconsistent with these rules are herewith repealed.
- G. All Rules of Order shall be adopted by a majority vote of the County Board members present at its reorganization meeting in December.
- H. These rules are severable. That is, if any one of these rules (or part thereof) is found contrary to law, such finding shall not affect any other rule (or part thereof).

XXVI. CODE OF ETHICS

- A. It is the goal of the Lake County Board to guarantee fair, efficient, and open government and to ensure the integrity and objectivity of its Chairman and County Board members. Therefore, Lake County approved the Lake County Ethics Ordinance to provide a framework for ethical activities that are to be followed in conducting the business of Lake County government, including county wide elected officials and their employees. The fundamental principle underlying all policies is that all activities of the Chairman, County Board members and employees must meet appropriate ethical and legal standard.

APPENDIX A

GOVERNMENTAL BODY	STATUTORY AUTHORITY	APPOINTMENT LANGUAGE	IS LIMIT ON CHAIR APPOINTMENT AUTHORITY VALID?
Board of Health	55 ILCS 5/5-25012	"... appointed by the ... chairman of the County Board, with the approval of the County Board ..."	No
Building Commission	50 ILCS 20/5	"... the presiding officer of the ... County Board with the advice and consent of the governing body whose presiding officer makes the appointment."	No
Fire Protection District	70 ILCS 705/4	"... appointed by the presiding officer of the County Board with the advice and consent of the County Board."	No
Drainage Districts	70 ILCS 605/3-9	"... the appropriate appointing authority which shall be the County Board ..."	Yes
Board of Review	35 ILCS 200/6-5	"the chairman of the County Board shall appoint, with approval of the County Board, ..."	No
Affordable Housing Commission	Not applicable	Not applicable	Yes
Central Lake County Joint Action Water Commission	5 ILCS 220/3.1	"... a County Board member appointed by the chairman of the County Board ..."	No
Lake County Community Health Partnership	Not applicable	Not applicable	Yes
Community Investment Program of Lake County	Not applicable	Not applicable	Yes
Community Development Commission	Not applicable	Not applicable	Yes
Emergency Telephone System Board	50 ILCS 750/15.4	"the corporate authorities shall provide for the manner of appointment ... of the board, ..."	Yes
Lake County Emergency Plan Commission	42 USCA §11001	"the state emergency response commission shall appoint members of a local emergency planning committee"	Yes
Zoning Board of Appeals	55 ILCS 5/5-12010	"The presiding officer of the County Board with the advice and consent of the County Board ..."	No
Solid Waste Agency of Lake County	70 ILCS 3105/9	"The presiding officer of the County Board ..., with the advice and consent of that County Board..."	No
Storm Water Management Commission	55 ILCS 5/5-1062	"The County Board members shall be appointed by the chairman of the County Board."	No
Tuberculosis Sanitarium Board	55 ILCS 5/5-23007	"the chairman ..., of the County Board ... with the approval of the County Board, ..."	No
Chicago Metropolitan Agency for Planning	70 ILCS 1707/15	"One member from Lake County appointed cooperatively by the mayors of Lake County and the chief elected county official of Lake County"	No
Workforce Development Board	29 USCA § 2832 Effective 7/1/15: 29 USCA §3122	"The chief elected official of [the unit of general local government] shall appoint members to the council from the individuals nominated or recommended [by various private sector, educational, and labor interests]."	No
Public Aid Committee	Not applicable	Not applicable	Yes

Lake County Housing Authority	310 ILCS 10/3	"The presiding officer of the ... County shall appoint, with the approval of the governing body of the [County]..."	No
Lake County Liquor Control Commission	235 ILCS 5/4-2	"chairman of the County Board may appoint a person or persons to assist him ..."	No
Lake County Sheriff's Merit Commission	55 ILCS 5/3-8003	"If the sheriff fails to make the appointments ..., the members of the commission shall be appointed by the chairman of the County Board with the approval of a majority of the members of the County Board."	No
Lake Bluff Mosquito Abatement District	70 ILCS 1005/5	"the trustees for the district shall be appointed by the presiding officer of the County Board with the advice and consent of the County Board."	No
Library Districts	75 ILCS 16/30-5	"the presiding officer of the County Board, with the advice and consent of the County Board, shall appoint the first board from a list of nominees submitted ..."	No
Regional Planning Commission	55 ILCS 5/5-14001	"The number of members of such commission, [and] their method of appointment ..., shall be such as the County Board may deem proper"	Yes
Public Water District	70 ILCS 3705/4	"the trustees for the district shall be appointed by the presiding officer of the County Board with the advice and consent of the County Board"	No
Route 53 Corridor Planning Council	Not applicable	Not applicable	Yes
Road Improvement Impact Fee Advisory Committee	605 ILCS 5/5-9074	"The members representing the County shall be appointed by the chief executive officer of the County."	No
Lake County Farmland Assessment Committee	35 ILCS 200/10-120	"The committee shall consist of five members, [including] ... 3 farmers appointed by the chairman of the County Board."	No
Sanitary District	70 ILCS 2805/3	"the presiding officer of the County Board with the advice and consent of the County Board."	No

APPENDIX B

Lake County Board Seating Chart

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14	16	18
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8	10	12
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5	3	1 (Most Senior)
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2	4	6
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Secretary	County Clerk	Board Chairman	County Administrator	County Board Attorney
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